

Iowa Department of Administrative Services – Human Resources Enterprise
Classification Series Guidelines

Revenue Agent Series

Classes in the Series

<u>Class Code</u>	<u>Class Title</u>
00354	Revenue Agent 1
00355	Revenue Agent 2
00356	Revenue Agent 3

Series Concept

This series encompasses those positions whose duties are to collect delinquent taxes, canvas for unreported taxes due, and provide assistance to taxpayers concerning Iowa tax law and departmental reporting requirements.

Exclusions

Positions that examine tax returns to assure they are complete and accurate. Positions that research, develop, and write Department of Revenue and Finance tax policy and rules.

Class Distinctions

Revenue Agent 1

Positions perform investigative work in a training capacity, related to the collection of state taxes and the administration of state tax laws.

Revenue Agent 2

Positions function at the journey level in the performance of investigative work related to the collection of state taxes including the use of forced collection and the administration of state tax laws.

Revenue Agent 3

Positions at this level perform all of the functions expected at the second level. In addition, they are expected to train new revenue agents, monitor work assignments and assist other agents with difficult or complex collection actions.

Effective date: 07/99 BW